Print Form

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION

TRAVEL ADVANCE REQUEST

FA-0018 (REV 2/2005)

Confidential
See IPA Notice on next page

Please Type or Print Clearly. Incomplete or Illegible Requests May Delay the Advance.

1. Employee's Legal Name	2. Employee ID Number	3. Employee's: District ___ ___ Unit ___ ___ ___
4. Mailing Address	City	State Zip

5. Purpose of Travel	6. Destination City/Area	7. Travel Dates (From and To)

8. Check Routing Instructions (Select One)

☐ **Send Check to District** ___ ___ **Unit** ___ ___ ___	☐ **Hold at HQ Cashiering**	☐ **Mail Check to above Address**

9. Travel Advance Calculation

(Daily Rate Includes Meals & Lodging)

Statewide ($84.00 Areas): Number of Nights _____ x $124.00 Daily Rate =

High Cost Areas: Number of Nights _____ x $160.00 Daily Rate =

Long Term Assignments: Number of Nights _____ x $48.00 Daily Rate =

Travel Advance Amount
$ _____

*For specific High Cost Areas, visit the Caltrans Travel and Expense Guide at http://onramp.dot.ca.gov/hq/accounting/travel/index.htm

Travel Advance Policy / Instructions

- Fax request to (916) 227-8662 (ATSS 498-8662) a minimum of 5 working days prior to departure. A travel advance will not be issued after the departure date.
  Please do not forward the original request after it has been faxed.
- An employee is allowed one outstanding travel advance. **A second travel advance may be issued (temporarily allowing two) if the request is accompanied by copies of approved Travel Expense Claims that were submitted to clear the first travel advance.**
- A travel expense claim and/or a personal check must be submitted within 30 days of the Travel Advance check date to clear the advance per State Administrative Manual Section 8116.
- All outstanding travel advances 60 days or older which have not been cleared and processed through Accounting **will be deducted from the employee's payroll warrant.** If the employee is on direct deposit, **the direct deposit will be canceled** and the amount deducted from the employee's subsequent warrant. Excess travel advance balances over 90 days will be reported to the State Controller's Office as taxable income to the employee.

I hereby certify and agree to the Department's Travel Advance policies, and understand that excess amounts over 90 days will be reported as taxable income.

10. Employee's Signature	Classification	Business Phone	Date
11. Supervisor's Signature	Supervisor's Name (Print)	Business Phone	Date

12. Division of Accounting Use Only

Travel Advance Check Number	Date	Amount

ADA Notice For individuals with sensory disabilities, this document is available in alternate formats. For information call (916) 654-6410 or TDD (916) 654-3880 or write Records and Forms Management, 1120 N Street, MS-89, Sacramento, CA 95814.

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Instructions for Completing a Travel Advance Request

1. Enter the employee's legal name. The travel advance will be issued to this name.

2. Enter the employee's ID number requesting the travel advance.

3. Enter the employee's District and Unit that he/she reports to.

4. If the employee wants the travel advance mailed, complete the address section.

5. Indicate the purpose of the trip.

6. Indicate the specific city or area where the employee will be conducting state business.

7. Indicate the specific dates that the employee will be traveling.

8. Select one of the specific boxes to indicate where the check should be sent. The employee must indicate the specific District and Unit if the employee wants the check sent to the District.

9. All Travel Advances should be calculated using the Travel Advance Daily Rate. The daily rate is for meals and lodging only and is based on where the employee is traveling. Actual expenses may differ. The categories include:

   - **Statewide:** For employees traveling in California where the lodging rate is $84.00 + tax

   - **High Cost Areas:** For employees traveling in California where the lodging rate is greater than $84.00 as designated by the Department of Personnel Administration. For specific High Cost Areas, visit the Caltrans Travel and Expense Guide at http://onramp.dot.ca.gov/hq/accounting/travel/index.htm

   - **Long Term Assignments:** For employees on Long Term Assignment claiming long term per diem. A long-term assignment (LTA) is defined as 31 days or more to a given location other than HQ. An LTA is typically for a project status job that requires the extended presence of an employee for a period in excess of 31 days, but it is not considered permanent due to the temporary nature of the assignment, the appointment, or scheduled completion date of the project. An employee returning home for weekends or incidental short-term travel to another location does not break the continuity of a long-term assignment.

10. The employee (payee) must sign the request certifying that the travel advance is necessary to defray anticipated reimbursable expenses while traveling on business for the State of California away from his/her designated Headquarters. **If the advance is 60 days or older, the employee understands and agrees that this amount will be deducted from funds payable by the State, including any salary warrant(s) issued by the State Controller's Office. Include the employee's classification, business phone, and date.** If the advance is 90 days or older, the employee understands and agrees that the remaining balance due will be reported to the State Controller's Office as taxable income and the full amount of the taxes due will be deducted from funds payable by the State through salary warrants issued by the State Controller's Office. (Payroll Procedures Manual N 145.1.4, IRS Publication 463, Chapter 6)

11. Immediate supervisor must sign to indicate approval. Include printed name, business phone and date.

PERSONAL INFORMATION NOTICE

Pursuant to the Federal Privacy Act (P.L. 93-579) and the Information Practices Act of 1977 (Civil Code Sections 1798, et seq.), notice is hereby given for the request of personal information by this form. The requested personal information is voluntary. The principal purpose of the voluntary information is to facilitate the processing of this form. The failure to provide all or any part of the requested information may delay processing of this form. No disclosure of personal information will be made unless permissible under Article 6, Section 1798.24 of the IPA of 1977. Each individual has the right upon request and proper identification, to inspect all personal information in any record maintained on the individual by an identifying particular. Direct any inquiries on information maintenance to your IPA Officer.